

Unit 6 A career in accountancy

Word	Definition	Polish
accountancy (n)	<i>British English</i> the profession or work of keeping or checking financial accounts, calculating taxes, etc.	księgowość
accountant (n)	someone whose job is to keep records of how much money a business has received and spent	księgowy(wa)
ambitious (adj)	determined to be successful or powerful	ambitny
balance sheet (n)	a statement of how much money a business has earned and how much money it has paid for goods and services	bilans
calculation (n)	when you add, multiply or divide numbers, for example, to find out the answer to a sum	obliczanie
capable (adj)	if you are capable of doing something, you are able to do it because you have the right skills or knowledge	zdolny (do)
career (n)	a job or profession that you do for a long time, especially one in which you can move to a higher position	zawód
cash flow (n)	the movement of money coming into a business as income and going out as wages, materials, etc.	przepływ gotówki
communication (n)	the process by which people exchange information or express their thoughts and feelings	komunikacja
competent (adj)	good at your work or able to do a job well	kompetentny
day-to-day (adj)	jobs or activities are ones that you do every day as a normal part of your life, your job, etc.	codzienny
debt (n)	a sum of money that a person or organisation owes	dług
demand (n)	if there is a demand for something, a lot of people want it	popyt
developing country (n phr)	a developing country is a poor country that is trying to increase its industry and trade and improve life	kraj rozwijający się

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	for its people	
disorganised (adj)	someone who is disorganised is bad at arranging or planning things	niezorganizowany
expect (v)	to think that something will happen	oczekiwać
figure (n)	a number representing an amount, especially an official number	liczba
inefficient (adj)	a system, organisation or person that is inefficient does not work well and wastes time, money or energy	niewydajny
irregular (adj)	not happening at regular times	nieregularny
job prospect (n)	a job which you may get in the future	możliwość pracy
keep track (v phr)	to pay attention to something, so that you know what is happening	śledzić
latest (adj)	the most recent	najnowszy
ledger (n)	a book in which a business, bank, etc. records how much money it receives and spends	księga rachunkowa
liability (n)	legal responsibility for something, especially for paying money that is owed, or for damage or injury	odpowiedzialność
monitor (v)	to watch or measure something carefully for a period of time to see how it changes	monitorować
opportunity (n)	if you have an opportunity to do something, you get a chance to do it	możliwość
owe (v)	if you owe money to someone, you need to give it back to them because you borrowed it from them	być dłużnym
paperwork (n)	work such as writing letters or reports	praca biurowa
prepare (v)	to make something ready, so that it can be used	przygotowywać
profession (n)	a job for which you need special education and training, for example, being a doctor or a teacher	zawód
profit (n)	if you make a profit when you sell something, you get more money for it than you spent on it	zysk

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promote (v)	to give someone who works for you a higher job	awansować
quality (n)	something that a person or thing has as part of their character or nature, especially something good	cecha
quarterly (adj)	produced or happening four times a year	kwartalny
report (n)	a written or spoken description of a situation or event, giving people the information they need	raport
respected (adj)	admired by many people	szanowany
rewarding (adj)	a job that is rewarding makes you feel happy and satisfied	dający satysfakcję
sale (n)	when you sell something to someone	sprzedaż
set (v)	if you set a date, price or amount, you decide what it will be	ustalać
spreadsheet (n)	a computer program that you use for showing and calculating lists of numbers	arkusz kalkulacyjny
statement (n)	a written report with information about the financial activities of an individual or business	sprawozdanie finansowe
submit (v)	to write something formal and give it to someone to look at or consider	składać
supplier (n)	a company or person that provides a particular product	dostawca
tax (n)	money that you have to pay to the government	podatek
tax return (n)	the form on which you have to give information so that your tax can be calculated	zeznanie podatkowe
trust (v)	to believe that someone is good and will do what they say or what is right	ufać
unreliable (adj)	unreliable people or things cannot be trusted to do what they should do	niesolidny